

**Department of Development Services – West Region
JOB OPPORTUNITY
SECRETARY 1**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: On Current Exam List

Position: Secretary 1

Location: Rowland Government Center – Waterbury

Job Posting No: 017603

Hours: 1st Shift ~ Monday – Friday 8:00am – 4:30pm, RDO's Saturday, Sunday. (80hrs.)

Salary: \$1,496.60/bi-weekly

Closing Date: August 20, 2012

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Secretary 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Duties consistent with the Secretary 1 job classification. Responsible to collect and prepare Planning Resource Allocation Team (PRAT) packets on a weekly basis, contact Case Manager (CM) and/or Case Management Supervisor (CMS) for needed documentation, prepare PRAT agenda, including target, priority, waiver status and Level of Nursing (LON), prepare Outcome Forms for PRAT meeting, and reports as needed, type and distribute minutes and completed Outcome Forms, post and protect PRAT and URR minutes, maintain waitlist, referral and vacancy, waiver, PRAT and URR databases, update CAMRIS as needed, send out residential priority and referral packets/letters, assist Case Managers, Case Manager Supervisors, and Regional Manager (RM) with PRAT inquiries, collect, prepare agenda, and distribute URR packets, maintain/update spread sheets as assigned, process incoming mail for the PRAT Manager, maintain all PRAT files, and waiver binders, forward 219e's to Central Office (CO) after PRAT Manager approval/denial, collect quarterly information for Department of Social Services from Case Managers (LON's and IP's), maintain mortalities in PRAT database. Performs other related duties.

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitutions Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience

Interested candidates may submit a cover letter, resume, state application (CT-HR-12) and two (2) letters of professional references to:

**Department of Developmental Services - West Region
Rowland Government Center
55 West Main Street, 4th Floor
Waterbury, CT 06702
Fax: 203-574-8857
Belinda.Weaver@ct.gov**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.